

PERFORMANCE PLAN 2024 / 2025

Municipality / Region	Moretele Local Municipality	Employee Name	Sipho Ngwenya
Post Title	Municipal Manager	Job Level	10
Post Identification Number	MM	Cellphone Number	079 978 5761
Performance Period	01 Jun 2024 to 01 Jun 2025	Office Number	
Department	Office of the Municipal Manager	Division	n/a
Line Manager	Executive Mayor MLM	Section	n/a

PRE-AMBLE OF THE PERFORMANCE PLAN

The pre-ambble and context to the Performance Plan is outlined in this section:

- The Employer has entered into a contract of employment with the Employee in terms of section 57(1) (a) of the Local Government: Municipal System Act 32 of 2000 (the Systems Act). The Employer and the Employee are hereinafter referred to as the Parties
- Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, required the parties to conclude an annual performance agreement.
- The parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will secure local government policy goals.
- The Parties wish to ensure that there is compliance with Section 57 4(a), 57 4(b) and 57 (5) of the Systems Act.

Part 1: SDBIP

National Outcome	National Outcome Responsive, Accountable, Effective And Efficient Local Government System										
NDP Chapters	Chapter 4: Economic Infrastructure Chapter 8: Human Settlements Chapter 12: Building Safer Communities Chapter 13: Building a capable state Chapter 14: Promoting accountability and fighting corruption										
Municipal Strategic Objectives	To promote and enhance professional institutional development and transformation through improved human resources systems and technology										
Strategic Goals	SG HR & CS: To promote and enhance professional institutional development and transformation through improved human resources systems and technology										
Key Performance Area	Institutional Development and Transformation										
Planning Level	Measurable Objective	Key Performance Indicator	Weighting	Evidence	UOM	Base line	Annual Target	Q1	Q2	Q3	Q4
Outcome	14. Professional institutional development and transformation through improved human resources systems and technology promoted and enhanced	Percentage (100) implementation of institutional development and transformation initiatives	6	Q1-Q4: Institutional development and transformation reports	TargetPercentage CapitalN/A OperatingN/A	100.00	100.00	100	100	100	100
National Outcome	National Outcome Responsive, Accountable, Effective And Efficient Local Government System										
NDP Chapters	Chapter 4: Economic Infrastructure Chapter 8: Human Settlements Chapter 12: Building Safer Communities Chapter 13: Building a capable state Chapter 14: Promoting accountability and fighting corruption										

Municipal Strategic Objectives		To promote and enhance effective governance systems for improved service delivery, To enhance and promote effective governance through credible communication systems, To promote and enhance integrated municipal planning, To promote institutional development and transformation and good governance									
Strategic Goals		SG BTO: Ensuring Prudent Financial Management through improved sustainable revenue generation measures									
Key Performance Area		Financial Management and Viability									
Planning Level	Measurable Objective	Key Performance Indicator	Weighting	Evidence	UOM	Base line	Annual Target	Q1	Q2	Q3	Q4
Outcome	7. Prudent Financial Management through improved sustainable revenue generation measures ensured	Percentage (100) implementation of financial management initiatives	6	Q1: Copy of supplementary valuation roll	TargetPercentage CapitalN/A OperatingOpex	100.00	100.00	100	100	100	100
National Outcome		National Outcome Responsive, Accountable, Effective And Efficient Local Government System									
NDP Chapters		Chapter 4: Economic Infrastructure Chapter 8: Human Settlements Chapter 12: Building Safer Communities Chapter 13: Building a capable state Chapter 14: Promoting accountability and fighting corruption									
Municipal Strategic Objectives		To promote and enhance economic development, growth and economic access									
Strategic Goals		SG LED: To maximise the economic potential and growth of the local economy through innovation and improved economic performance, To Maximise the economic potential and growth of Agriculture as a critical economic anchor in the local economy, To minimize the environmental damage through maximizing compliance to address the environmental issues that have a direct and indirect impacts on the natural environment, To maximise (should be minimise) environmental damage through temporary job creation, To maximise the economic potential development of Tourism in the area, Compliance with Town Planning Legislations/policies/regulations									
Key Performance Area		Local Economic Development									
Planning Level	Measurable Objective	Key Performance Indicator	Weighting	Evidence	UOM	Base line	Annual Target	Q1	Q2	Q3	Q4
Outcome	8. The economic potential and growth of the local economy through innovation and improved economic performance maximised	Percentage (100) implementation of LED Initiatives	6	Q1-Q4 LED Reports	TargetPercentage CapitalN/A OperatingN/A	100.00	100.00	100	100	100	100
Outcome	9. The economic potential and growth of Agriculture as a critical economic anchor in the local economy maximised	Percentage (100) implementation of Agriculture Projects	6	Q1-Q4 Agriculture Project Report	TargetPercentage CapitalN/A OperatingN/A	100.00	100.00	100	100	100	100
Outcome	13. Minimize the environmental damage through maximizing compliance to address the environmental issues that have a direct and indirect impact on the natural environment	Percentage (100) initiatives to maximise environmental compliance on the environment	5	Monthly signed waste collection reports by SP and the Councilors	TargetPercentage CapitalN/A OperatingN/A	0.00	100.00	100	100	100	100
Outcome	12. Minimise environmental damage through temporary job creation	Percentage (100) of target jobs (390) created through employment creation initiatives	5	Number (4) of land use awareness workshop conducted by June 2025 Q1-Q4: Attendance registers and minutes Percentage (100) of target jobs (390) created through employment creation initiatives Q1-Q4: EPWP Reports	TargetPercentage CapitalN/A OperatingN/A	100.00	100.00	100	100	100	100
Outcome	10. The economic potential development of Tourism in the area maximised	Percentage (100) implementation of Agriculture Projects	5	Q1-Q4 Agriculture Project Report	TargetPercentage CapitalN/A	0.00	100.00	100	100	100	100

						OperatingN/A			0	0	0	0
	11. Compliance with Town Planning Legislations/policies/regulations	Percentage (100) compliance with Town Planning Legislation and Regulations	6	Q1-Q4: Reports and Council Resolutions	TargetPercentage	100.00	100.00	100	100	100	100	100
					CapitalN/A			0	0	0	0	0
					OperatingN/A			0	0	0	0	0
National Outcome Responsive, Accountable, Effective And Efficient Local Government System												
Chapter 4: Economic Infrastructure Chapter 8: Human Settlements Chapter 12: Building Safer Communities Chapter 13: Building a capable state Chapter 14: Promoting accountability and fighting corruption												
To ensure access to sustainable services and infrastructure to all households												
SG IDS: To optimise access to water services, To enhance human dignity through adequate sanitation, To promote and to ensure integrated and safe road networks, To ensure access to safe and habitable public facilities												
Basic Services and Infrastructure Development												
Planning Level	Measurable Objective	Key Performance Indicator	Weighting	Evidence	UOM	Base line	Annual Target	Q1	Q2	Q3	Q4	
Outcome	1. Optimised access to water services	Percentage (100) of the municipal population that has access to safe and reliable water services	6	Q4: Municipal Water Coverage Report, mapping of water supply infrastructure and services to show the location and coverage of water systems.	TargetPercentage CapitalCapex	0.00	100.00 74391070.63	0	0	0	100 74391070.63	
Outcome	2. Human dignity enhanced through adequate sanitation	Percentage (100) of provision of basic sanitation with access to improved VIP toilets facilities by June 2025	5	Q3: Municipal Sanitation Coverage Report, mapping of sanitation infrastructure services to show the location and coverage of water systems.	TargetPercentage CapitalCapex OperatingN/A	0.00	100.00 43500000.00	0	0	0	100 43500000	
Outcome	3. Integrated and safe road networks promoted and ensured	Percentage (100) implementation of planned municipal road network integration initiatives	6	Q4: Municipal Road Network Report	TargetPercentage CapitalN/A OperatingN/A	0.00	100.00	100	100	100	100	
Outcome	4. Public safety enhanced through sustainable public lighting	Percentage (100) of households with access to public lighting within a 1Km radius	6	Q4: Municipal Public Safety Report	TargetPercentage CapitalN/A OperatingN/A	0.00	100.00	0	0	0	100	
National Outcome Responsive, Accountable, Effective And Efficient Local Government System												
Chapter 4: Economic Infrastructure Chapter 8: Human Settlements Chapter 12: Building Safer Communities Chapter 13: Building a capable state Chapter 14: Promoting accountability and fighting corruption												
To promote and enhance effective governance systems for improved service delivery, To enhance and promote effective governance through credible communication systems, To promote and enhance integrated municipal planning, To promote Institutional development and transformation and good governance												
SG Governance: Efficient and effective Audit Management functions provided, Efficient and effective Risk Management functions provided, To ensure credible planning for improved outcomes,Achieve improved in institutional development, transformation, and good governance outcomes through implementation of Performance Management, Promote participatory development and local democracy through effective oversight												
Good Governance and Public Participation												

Planning Level	Measurable Objective	Key Performance Indicator	Weighting	Evidence	UOM	Base line	Annual Target	Q1	Q2	Q3	Q4
Outcome	16. Efficient and effective Audit Management functions provided	Percentage (100) provision of Audit Management Functions	5	Audit Reports	TargetPercentage CapitalN/A OperatingN/A	0.00	100.00	100	100	100	100
Outcome	17. Efficient and effective Risk Management functions provided	Percentage (100) provision of Risk Management Functions	5	Minutes of the RMC meeting and attendance register	TargetPercentage CapitalN/A OperatingN/A	0.00	100.00	100	100	100	100
Outcome	15. Improved institutional development, transformation, and good governance outcomes through implementation of Performance Management	Percentage (100) achievement in Institutional Development and Good Governance	6	Annual reports, Mid-term Report	TargetPercentage CapitalN/A OperatingN/A	0.00	100.00	100	100	100	100
Outcome	18. Promote participatory development and local democracy through effective oversight	Percentage (100) participatory development and effective oversight	6	Approved SDBIP, IDP reviewed in accordance with approved Process Plan	TargetPercentage CapitalN/A OperatingN/A	0.00	100.00	100	100	100	100
National Outcome											
National Outcome Responsive, Accountable, Effective And Efficient Local Government System											
NDP Chapters											
Chapter 4: Economic Infrastructure Chapter 8: Human Settlements Chapter 12: Building Safer Communities Chapter 13: Building a capable state Chapter 14: Promoting accountability and fighting corruption											
Municipal Strategic Objectives											
To ensure access to public amenities and to promote community safety, development and sustainable livelihoods											
Strategic Goals											
SG CDS: To ensure access to safe and habitable public facilities, To promote and maximize participation in sports, To promote and maximize participation in sports and recreation											
Key Performance Area											
Basic Services and Infrastructure Development											
Planning Level	Measurable Objective	Key Performance Indicator	Weighting	Evidence	UOM	Base line	Annual Target	Q1	Q2	Q3	Q4
Outcome	5. Access to safe and habitable public facilities (CDS)	Percentage (100) of planned municipal public facilities developed and maintained that are safe accessibility and habitable by June 2025	5	Q4: Appointment letters and Completion reports	TargetPercentage CapitalN/A OperatingN/A	0.00	100.00	100	100	100	100
Outcome	6. Participation in sports and recreation maximized	Percentage (100) of the municipal population that has access to sports and recreation facilities within a 5km radius by June 2025	5	Q4: Reports	TargetPercentage CapitalN/A OperatingN/A	0.00	100.00	100	100	100	100

PART 2: JDKPA (Job Description Key Performance Area)

JDKPA Title	JDKPA Description	Evidence	Frequency	Weighting
Municipal Financial Viability	Overseeing Municipal Financial Viability Initiatives		Monthly	20%
Good Governance and Public Participation	Overseeing Good Governance and Public Participation Initiatives		Monthly	10%
Local Economic Development	Overseeing Local Economic Development Initiatives		Monthly	40%
Municipal Basic Service Delivery	Overseeing Municipal Basic Service Delivery Initiatives		Monthly	20%

Municipal Institutional Development and Transformation		Overseeing Municipal Institutional Development and Transformation Initiatives		Monthly	10%
PART 3: CORE COMPETENCIES					
Competency	Description	Evidence	Weighting		
People Management and Empowerment	Must be able to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives		15%		
Strategic Capability and Leadership	Must be able to provide a vision, set the direction for the municipality and inspire others in order to deliver on the municipality's mandate		10%		
Financial Management	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003		20%		
Client Orientation and Customer Focus	Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice		15%		
Communication	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome		10%		
Programme and Project Management	Must be able to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that Local Government objectives are achieved		10%		
Service Delivery Innovation (SDI)	Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals		10%		
Knowledge of Performance Management and Reporting	The ability to support the implementation of the performance reporting process of the municipality		5%		
Knowledge of Performance Management and Reporting	Promote a culture of performance and accountability by setting and maintaining performance standards and managing accountability		5%		
PART 4: WEIGHTINGS					
4.1 SDBIP Weightings					
Outcome	1. Optimised access to water services	Key Performance Indicator	Percentage (100) of the municipal population that has access to safe and reliable water services	Absolute Weighting	Weighted Average
Outcome	5. Access to safe and habitable public facilities (CDS)	Key Performance Indicator	Percentage (100) of planned municipal public facilities developed and maintained that are safe accessibility and habitable by June 2025	6%	4%
Outcome	7. Prudent Financial Management through improved sustainable revenue generation measures ensured	Key Performance Indicator	Percentage (100) implementation of financial management initiatives	5%	3%
Outcome	14. Professional institutional development and transformation through improved human resources systems and technology promoted and enhanced	Key Performance Indicator	Percentage (100) implementation of institutional development and transformation initiatives	6%	4%
Outcome	2. Human dignity enhanced through adequate sanitation	Key Performance Indicator	Percentage (100) of provision of basic sanitation with access to improved VIP toilets facilities by June 2025	6%	4%
Outcome				5%	3%

Outcome	16. Efficient and effective Audit Management functions provided	Key Performance Indicator	Percentage (100) provision of Audit Management Functions	5%	3%
Outcome	17. Efficient and effective Risk Management functions provided	Key Performance Indicator	Percentage (100) provision of Risk Management Functions	5%	3%
Outcome	15. Improved institutional development, transformation, and good governance outcomes through implementation of Performance Management	Key Performance Indicator	Percentage (100) achievement in Institutional Development and Good Governance	6%	4%
Outcome	18. Promote participatory development and local democracy through effective oversight	Key Performance Indicator	Percentage (100) participatory development and effective oversight	6%	4%
Outcome	3. Integrated and safe road networks promoted and ensured	Key Performance Indicator	Percentage (100) implementation of planned municipal road network integration initiatives	6%	4%
Outcome	6. Participation in sports and recreation maximized	Key Performance Indicator	Percentage (100) of the municipal population that has access to sports and recreation facilities within a 5km radius by June 2025	5%	3%
Outcome	4. Public safety enhanced through sustainable public lighting	Key Performance Indicator	Percentage (100) of households with access to public lighting within a 1km radius	6%	4%
Outcome	8. The economic potential and growth of the local economy through innovation and improved economic performance maximised	Key Performance Indicator	Percentage (100) implementation of LED Initiatives	6%	4%
Outcome	9. The economic potential and growth of Agriculture as a critical economic anchor in the local economy maximised	Key Performance Indicator	Percentage (100) implementation of Agriculture Projects	6%	4%
Outcome	13. Minimize the environmental damage through maximizing compliance to address the environmental issues that have a direct and indirect impact on the natural environment	Key Performance Indicator	Percentage (100) initiatives to maximise environmental compliance on the environment	5%	3%
Outcome	12. Minimise environmental damage through temporary job creation	Key Performance Indicator	Percentage (100) of target jobs (390) created through employment creation initiatives	5%	3%
Outcome	10. The economic potential development of Tourism in the area maximised	Key Performance Indicator	Percentage (100) implementation of Agriculture Projects	5%	3%
Outcome	11. Compliance with Town Planning Legislations/policies/regulations	Key Performance Indicator	Percentage (100) compliance with Town Planning Legislation and Regulations	6%	4%
Sub-total of 4.1				100%	64%

4.2 JDKPA Weightings				Absolute Weighting	Weighted Average
JDKPA	Municipal Financial Viability	Description	Overseeing Municipal Financial Viability Initiatives	20%	3%
JDKPA	Good Governance and Public Participation	Description	Overseeing Good Governance and Public Participation Initiatives	10%	2%
JDKPA	Local Economic Development	Description	Overseeing Local Economic Development Initiatives	40%	6%
JDKPA	Municipal Basic Service Delivery	Description	Overseeing Municipal Basic Service Delivery Initiatives	20%	3%
JDKPA	Municipal Institutional Development and Transformation	Description	Overseeing Municipal Institutional Development and Transformation Initiatives	10%	2%
Sub-total of Sub Part 4.2				100%	16%
Total (Sub Part 4.1 & 4.2)				100%	80%

4.3 CORE COMPETENCIES Weightings					Absolute Weighting	Weighted Average
Core Competency	People Management and Empowerment	Description	Must be able to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives		15%	3%

Core Competency	Strategic Capability and Leadership	Description	Must be able to provide a vision, set the direction for the municipality and inspire others in order to deliver on the municipality's mandate	10%	2%
Core Competency	Financial Management	Description	Must be able to know, understand and comply with the Municipal Finance Management Act No 56 of 2003	20%	4%
Core Competency	Client Orientation and Customer Focus	Description	Must be willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice	15%	3%
Core Competency	Communication	Description	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome	10%	2%
Core Competency	Programme and Project Management	Description	Must be able to plan, manage, monitor and evaluate specific activities in order to ensure that policies are implemented and that Local Government objectives are achieved	10%	2%
Core Competency	Service Delivery Innovation (SDI)	Description	Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals	10%	2%
Core Competency	Knowledge of Performance Management and Reporting	Description	The ability to support the implementation of the performance reporting process of the municipality	5%	1%
Core Competency	Knowledge of Performance Management and Reporting	Description	Promote a culture of performance and accountability by setting and maintaining performance standards and managing accountability	5%	1%
Sub-total of Sub Part 4.3				100%	20%
Total (Sub Part 4.1, 4.2 & 4.3)				100%	100%

PART 5: PERSONAL DEVELOPMENT PLANS

Not Applicable

PART 6: LINE MANAGER REQUEST

Not Applicable

PART 7: PERFORMANCE EVALUATION CRITERIA DEFINITIONS

7.1 Evaluation Criteria for Municipal Accountabilities

1	2	3	4	5
Unacceptable Performance	Performance not fully effective	Fully Effective	Performance significantly above expectations	Outstanding Performance
Performance does not meet the standard performance expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. 0%-49%	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review/assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. 50% to 74%.	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan. 75% to 100%.	Performance is significantly higher than the standards expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year. 101% to 119%.	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year. Equal to or above 120%.

7.2 Evaluation Criteria for Job Description key Performance Indicators

1	2	3	4	5
Unacceptable Performance	Performance not fully effective	Fully Effective	Performance significantly above expectations	Outstanding Performance
Performance does not meet the standard assessment expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all of the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement. 0% to 69%	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan. 70% to 99%.	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan. 100% to 129%.	Performance is significantly higher than the standards expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year. 130% to 149%.	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year. Equal to or above 150%.

7.3 Evaluation Criteria for Core Competencies

1	2	3	4	5
Under Performance	Basic Performance	Meeting Performance	Superior Performance	Outstanding Performance
Not understanding the basic concepts, methods and local government operation and requires supervision and development	Applies basic concepts, methods, and understanding of local government operation, but requires supervision and development.	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analysis.	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analysis.	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops and applies comprehensive concepts and methods.

Municipal Manager: Sipho Ngwenya :



Mayor : Cllr George Manyike :

